e-PDS

Log in:	Go to START button
	Choose All Programs
	Choose Accessories
	Choose Remote Desktop Connection
	Put in Tribune.e-pds.net
	Select connect

Your DR will create a shortcut on your desktop for this application.

Your District Route Name is _____

Your Password is _____ tribdist## (all lower case)



Click on your District TREE icon, ePDS, after logging in.

Main Menu of e-PDS

Publications – For administrative updates only

Locations - Route order updates and outlet updates

Routes – Enter return data on specific days assigned

***NOTE – Be sure to close all pages open before exiting and log out of program when finished working. It is very important that you log out from the start button. You will not be able to access any programs on your computer while you are working in this program.



Print your district route list:

Go into **ROUTES** on the main menu. Place the curser in your district field and press the turquoise book button.

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U	Home		0
== e-Pl	DS Routes		×
DIST	Route Name	Driver	<u> </u>
719	04	WAUKEGAN -	
724	26	SUGAR GROVE ·	
1023	05	KENOSHA 🗸	
1642	04	ELGIN	
1644	05	ELGIN -	
1750	03	PLAINFIELD *	
3372	03	ST. CHARLES 👻	
4000	TCWomen	NA 🔹	
4001	Route 01	ANTHONY WALKER 🔻	
4002	Route 02	ANTONIO GALACIA	
4003	Route 03	JOHN CAMPBELL 🔹	
4004	Route 04	open route 🔹	
4005	Route 05	DANIEL HENDRYCH -	
4006	Route 06	DEBBY REIMER 👻	
4007	Route 07	DON MELTON 👻	
4008	Route 08	DON SALA 🔹	
4009	Route 09	ELIZABETH WILLIAMS 🔻	
4010	Route 10	DONALD GIBBS 🔹	
	a Route	a Route Export a Route	
1000	Sheets Selected Route All Routes Review Point for Route	ts Resequence Data Entry the Drops Route Sheet	
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Form Vi			Num Lock

Follow the instructions by clicking **Regular** for the publication needed for the current delivery. To choose all Trib Local editions in your area, you can press **Select Trib Loc**.

DIST Route Name 719 04 Put 724 26 Apa 1023 05 Cars 1642 04 Con 1644 05 Evo 1750 03 Gott	artments s npetitor Ilving Your Spirit	Volume 1 18 1 1 1 1 1 1 1	Issue 3 15 4 4	Delivery Date (1/16/2010) (1/16/2010) (1/16/2010) (1/16/2010)	Print ? C No © Regular C No © Regular © No C Regular	C Restock C Restock C Restock		
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719 04 Put 724 26 Apa 1023 05 Cars 1642 04 Con 1644 05 Evo 1750 03 Gold 3372 03 Mid	artments s npetitor living Your Spirit	1 18 1 1	3 15 4	Date 4/16/2010 4/16/2010 4/5/2010	C No C Regular C No C Regular	C Restock		
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4002 Route 02					C No C Regular	C Restock		
4003 Route 03	Local Zone 02	1	3	4/16/2010				
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Press print. This will send the job to the default printer set up on your computer.

Be sure to set up your printer with e-PDS prior to your first print job.

To change route sequence order, follow the steps below:

From the main menu go to Locations-Active

- You should click the Blue up arrow to Sort all routes by stop
- Put the curser in the route field and click the binoculars
- Put in your District Number

- This will allow you to change the stop number, by using decimals e.g., 3.5 would place the location between stop 2 and stop 3, which will re-sequence the order
- It is very important that you do not change or alter the route number. The draws are manifested through this field.

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<u> </u>	Home					
== e-PD	S Point Details 📴 Points					×
Shov	v Point details	efresh Fine	l Point ID:			
Point ID	Name Addre			Route 1	Stop	=
1	America s Grocery	445 S. ADDISON RD.	ADDISON	•	Ī	
2	АМОСО	2 W. LAKE ST	ADDISON	4026 -	1	
3	АМОСО	21W102 RT. 53 & LAKE ST.	ADDISON	4026 •	2	
4	ANTONJITOS MEXICANOS	617 W. LAKE ST.	ADDISON	4026 -	3	
5	AURILEO'S PIZZA	1455 W. LAKE ST.	ADDISON	4026 -	4	
6	BILLY'S DOGS	52 S. ADDISON RD. & FACTORY	ADDISON	4026 -	5	
7	CAPUTO'S MARKET	588 W. LAKE	ADDISON	4026 -	6	
8	CAR QUEST AUTO PARTS	679 ADDISON RD.	ADDISON	4026 -	7	
9	CITGO GAS	17W532 LAKE ST	ADDISON	4026 -	8	
11	COIN LAUNDRY	524 W. LAKE ST.	ADDISON	4026 -	9	
12	COIN LAUNDRY	30 E. LAKE ST.	ADDISON	4026 -	10	
13	DUNKIN DONUTS	RT. 53 & LAKE ST.	ADDISON	4026 -	11	
14	EL BURITO TAPATIO	606 W. LAKE ST.	ADDISON	4026 -	12	
15	FRANKY'S RESTAURANT	1250 W. LAKE ST.	ADDISON	4026 -	13	
16	GOOD LUCK CHOP SUEY	615 W. LAKE ST.	ADDISON	4026 -	14	
17	GREEN MEADOW CURRENCY E)	507 W. LAKE & MILL	ADDISON	4026 -	15	
18	ІНОР	1671 W. LAKE ST.	ADDISON	4026 -	16	
19	JOHN'S PIZZA	100 E. LAKE ST.	ADDISON	4026 -	17	
20	KEN'S WORLD OF VIDEO	333 N. ADDISON	ADDISON	4026 -	18	
21	LA PLACITA RESTAURNAT	392 W. LAKE ST.	ADDISON	4026 -	19	
22	LAUNDRYMAT	511 N. ADDISON	ADDISON	4026 -	20	
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Be sure to close out any tabs you are in before moving on.

For address corrections and outlet updates:

- From the main menu go to Locations-Active
- Under the points details tab put in the point number of the outlet in **Find Point box** and press down the enter key. Be sure to verify the outlet before making any changes.

You may also add a drop, remove a drop or inactivate an outlet in this screen. Notify your district representative of any changes.

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e-PDS	Point Details 😑 Points				×
	Route / Stop	nactivate Find Point:			
Point ID	1	Contact Name			
Name	America s Grocery	• Phone	ou	Γ#	
Address	445 S. ADDISON RD.	Fax	62		
Address 2		Cate ID gro	•		
City	ADDISON -	Market ID NA	▼ TurnAround? □		
State	IL Const				
Zip	60101 Comm		2		
Public	Rack Pocket Drop	Delivery Delivery	Restocking Info	[
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Apts 🛾	VA • EXIST •	4/1/2010 5 5 0	0 0 0 5	1	
Cars	VA - EXIST -	4/8/2010 4 4 1	0 0 0 0	1	
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Be sure to close out any tabs you are in before moving on.

To enter returns go to **Routes** in the main menu:

- Put the curser in your district column
- Click on Data Entry Route Sheet button located on bottom right

9	10 · (1 ·) +	e-PDS	_ = ×
	Home		۲
e-PC	DS 🔳 Routes		×
ID R	loute Name	Driver	<u>^</u>
1023	05	NA •	
4099	Michigan Ave	NA	
4001	Route 01	ANTHONY WALKER •	
4002	Route 02	ANTONIO GALACIA	
4003	Route 03	JOHN CAMPBELL •	
4004	Route 04	open route 🔹	
4005	Route 05	DANIEL HENDRYCH •	
4006	Route 06	DEBBY REIMER •	
4007	Route 07	DON MELTON	
4008	Route 08	DON SALA -	
4009	Route 09	ELIZABETH WILLIAMS 🔹	
4010	Route 10	DONALD GIBBS	
4011	Route 11	GUS HARITOS -	
4012	Route 12	DANIEL HENDRYCH	
4013	Route 13	HERSHYL EDWARDS	
4014	Route 14	LEILA LANFORD ·	
4015	Route 15	JAMES COLLINS -	
4017	Route 17	JOE ROTH 🔹	
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Return entry cont:

- The Data Entry for Route Sheet box will appear
- Check the box for the publications that need returns keyed and press process

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e-P	DS Routes	Driver	📑 Data Entry for Route Sheet		x	×
ID F	Route Name 03	PLAINFIELD	PubName	Date entry ?		
3372	03	_	Apartments			
1642	04	ELGIN	Cars		-	
719	04		Todays Chicago Women			
1644	05	ELGIN	Michigan Ave			
1023	05	KENOSHA	Trib Local Zone 01			
724	26	SUGAR GRO				
4099	Michigan Ave	NA	Trib Local Zone 02		- [
4001	Route 01	ANTHONY V	Trib Local Zone 03		_	
4002	Route 02	ANTONIO G	Trib Local Zone 04		_ [
4003	Route 03	JOHN CAME	Trib Local Zone 05		_	
4004	Route 04	open route	Trib Local Zone 06			
4005	Route 05	DANIEL HEN	Trib Local Zone 07			
4006	Route 06	DEBBY REIN	Trib Local Zone 08			
4007	Route 07	DON MELTO	Trib Local Zone 09			
4008	Route 08	DON SALA	Trib Local Zone 10			
4009	Route 09	ELIZABETH \	Trib Local Zone 11			
4010	Route 10	DONALD GI	Trib Local Zone 12		-	
	"+"	×	Trib Local Zone 13		-	
Add	d a Route		Trib Local Zone 14		-	
1.50	- 1		Cancel Select Tr Data Entry Route Sheet	ib Loc Process	·	
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Return entry cont:

- Put the curser in the blue Act: column
- Enter F2 if there are 0 returns and the net sale will be computated
- Enter F4 and the curser will move to the pickup column and you can enter the return number
 - \circ $\,$ Then press down on the enter key 3 times to get to the next location
- The restock field is copies that are in addition to the original (Rec) draw order you will not need to put anything in this field

93)• (* •)¥							e-PDS	- ¤ ×
_	Home									0
EB e-PDS	VEB Roi	utes ==	Enter Drop D	ata						×
Show U	Inposted [rops	Rou	te Da	a Entry		Restock	ONLY	Į.	<u></u>
for Route:	ž.	03								
Stop	P	ointtub	Rec:	Act:	Pickup:	Restock:	Times:	Tot Rest:	Recommd Restock:	=
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1	414	Cars	15	-1		0	0	0	0	
2	408	Apts	5	-1		0	0	0	5	
2	408	Cars	5	-1	0	0	0	0	0	
5	415	Cars	5	-1	0	0	0	0	0	
5	415	Apts	5	-1	0	0	0	0	5	
6	410	Apts	5	-1	0	0	0	0	5	
6	410	Cars	5	-1	0	0	0	0	0	
7	2468	Cars	5	-1	0	0	0	0	0	
7	2468	Apts	5	-1	0	0	0	0	5	
8	2480	Cars	4	-1	0	0	0	0	0	
8	2480	Apts	3	-1	0	0	0	0	3	
9	422	Apts	5	-1	0	0	0	0	5	
9	422	Cars	5	-1	0	0	0	0	0	
10	437	Cars	5	-1	0	0	0	0	0	
10	437	Apts	5	-1	0	0	0	0	5	
12	426	Cars	10	-1	0	0	0	0	0	
12	426	Apts	5	-1	0	0	0	0	5	
13	2476	Cars	4	-1	0	0	0	0	0	
13	2476	Apts	3	-1	0	0	0	0	3	
14	412	Apts	5	-1	0	0	0	0	5	
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🛃 Start			e-PDS		<u>e</u>	Document1	- Microsof	t		

Be sure to close all pages open before exiting and log out of program when finished working.

It is very important that you log out from the start button.

Find your Printer

Printers and Faxes										
ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorite	es <u>T</u> ools	Help								
🜀 Back 🔻 🕥 👻 🦻 Search 🌔 Folders 🛛 🎹 🗸										
Address 🚱 Printers and Faxes										
		Name 🔺	Documents	Status	Comme					
Printer Tasks	*	HP Laser Jet P 1006	0	Ready						
	~	Microsoft Office Document Image Wr	-	Ready Ready						
Printer Tasks Add a printer	~		0							
	~	Microsoft Office Document Image Wr	0	Ready						

Put your mouse over the printer you want to use to print Route Sheets & click the Right Mouse button – then select properties - then select the 3^{rd} tab Ports like below

è	HP LaserJe	t P1006 Pro	perties							
(General Sha	ring Ports	Advanced	Color Ma	nagement	Security	Devid	ce Settir	ngs Abo	ut
	HP LaserJet P1006									
	Print to the for checked port	llowing port(s)). Documen	ts will print to	o the first fr	ee				
	Port	Description		Printer						
	LPT3:	Printer Port		HP LaserJe	et P1006					
	COM1:	Serial Port								
	COM2:	Serial Port								
	COM3:	Serial Port								
	COM4:	Serial Port								
	FILE:	Print to File								
	USB	Virtual printe	r port fo	HP LaserJe	et P1006		-			
	✓ USB Virtual printer port fo HP LaserJet P1006 Add Port Delete Port Configure Port ✓ Enable bidirectional support ✓ Enable printer pooling									

Click Both check boxes like above and then click LPT3: like above.

You need to do this so that your printer driver can connect with the e-PDS Server driver